



# Fall 2020 Request for Grade of Incomplete-Crisis

The grade of "IC" (Incomplete-Crisis) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control directly related to COVID-19. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has until May 2020 (or earlier) to complete the course work unless otherwise specified by the instructor.

NOTE: The completed request for grade of Incomplete-Crisis and supporting documents must be submitted to the Dean for Student Success and Registrar to be posted.

### To be Completed by the Student

**Directions:** Complete an Incomplete-Crisis form for each course you are requesting an Incomplete-Crisis grade.

Name: \_\_\_\_\_ ASUN ID/Last Four of SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course ID: \_\_\_\_\_ Course Name: \_\_\_\_\_

Please select the reason(s) you are requesting an Incomplete-Crisis from your academic course(s).

- COVID-19 Related Illness (Self)
- COVID-19 Related Illness (Family Member)
- COVID-19 Related Issue (Lack of Employment)
- COVID-19 Related Issue

(Other) \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

### To be Completed by the Instructor

*Directions: Outline the work to be submitted by the student. Be specific.*

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Grade Earned to Date: \_\_\_\_\_ Grade to be awarded if work not complete: \_\_\_\_\_

Date to be completed and in possession of Instructor: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### OFFICE USE ONLY

##### Final Action

Student completed coursework: Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Student **did not** complete coursework: Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Instructor Response Attached: \_\_\_\_\_